



# Metal Coatings (India) Limited

## Policy on Preservation of the Documents

[Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Regulations”)]

### 1. Scope

A policy on preservation of Documents (defined below) would ensure safekeeping of the records and safeguard the documents from getting manhandled, while at the same time avoiding superfluous inventory of documents. The Company, therefore, formulates this policy, in pursuance to Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Regulations”), on preservation of the documents to aid the employees in handling the documents efficiently. It not only covers the various aspects on preservation of the documents, but also the safe disposal/destruction of the documents.

### 2. Definitions –

2.1 “**Act**” means the Companies Act, 2013.

2.2 “**Applicable Law**” means any law, rules, circulars, guidelines or standards issued by Securities and Exchange Board of India, Ministry of Corporate Affairs and The Institute of Company Secretaries of India under which the preservation of the documents has been prescribed.

2.3 “**Authorised Person**” means any person duly authorised by the Board.

2.4 “**Board**” means the Board of directors of the Company or its Committee.

2.5 “**Company**” means METAL COATINGS (INDIA) LIMITED.

2.6 “**Current Document(s)**” means any Document that still has an ongoing relevance with reference to any ongoing litigation, proceedings, complaint, dispute, contract or any like matter.

2.7 “**Document(s)**” refers to papers, notes, agreements, notices, advertisements, requisitions, orders, declarations, forms, correspondence, minutes, indices, registers and or any other record, required under or in order to comply with the requirements of any Applicable Law, whether issued, sent, received or kept in pursuance of the Act or under any other law for the time being in force or otherwise, maintained on paper or in Electronic Form and does not include multiple or identical copies.



- 2.8 “Electronic Record(s)”** means the electronic record as defined under clause (t) of subsection (1) of section 2 of the Information Technology Act, 2000.
- 2.9 “Electronic Form”** means any contemporaneous electronic device such as computer, laptop, compact disc, floppy disc, space on electronic cloud, or any other form of storage and retrieval device, considered feasible, whether the same is in possession or control of the Company or otherwise the Company has control over access to it.
- 2.10 “Maintenance”** means keeping Documents, either physically or in Electronic Form.
- 2.11 “Preservation”** means to keep in good order and to prevent from being altered, damaged or destroyed.
- 2.12 “Regulations”** means the Securities Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015.

The words and phrases used in this Policy and not defined here shall derive their meaning from the Applicable Law.

### **3. Coverage**

This Policy is intended to guide the Company and its officers on maintenance of any Documents, their preservation and disposal.

### **4. Classification**

The preservation of Documents shall be done in the following manner:

- a. Where there is a period for which a Document is required to be preserved as per Applicable Law, for the period required by Applicable Law.
- b. Where there is no such requirement as per Applicable Law, then for such period as the document pertains to a matter which is “Current”.
- c. In case of any other Document, for such period, as a competent officer of the Company required to handle or deal with the Document takes a considered view about its relevance; Provided that generally speaking, a Document may be preserved for a period of 5 years from the date on which the Document was originated. The Competent Officer shall bring this to the notice of Board within 30 days of taking such view.

**An indicative list of the Documents and the time frame of their preservation is provided in Annexure I.**



## **5. Modes of preservation**

- 5.1 The Documents may be preserved in physical form or Electronic Form.
- 5.2 The officer of the Company required to preserve the document shall be Authorized Person who is generally expected to observe the compliance of requirements of Applicable Law.
- 5.3 The preservation of Documents should be such as to ensure that there is no tampering, alteration, destruction or anything which endangers the content, authenticity, utility or accessibility of the Documents.
- 5.4 The preserved Documents must be accessible at all reasonable times. Access may be controlled by Authorized Person with preservation, so as to ensure integrity of the Documents and prohibit unauthorized access.

**6. Custody of the Documents:** Subject to the Applicable Law, the custody of the Documents shall be with the Authorised Person. Where the Authorised Person tenders resignation or is transferred from one location of the Company to another, such Person shall hand over all the relevant Documents, lock and key, access control or password, or Company Disc, other storage devices or such other Documents and devices in his possession under the Policy. The Board may authorize such other person as it may deem fit as the Authorised Person.

**7. Authority for approval of Policy:** The Board shall have the authority for approval of this policy in pursuance to the Regulations. This authority has been granted *via* the Regulations.

**8. Authority to make alterations to the Policy:** The Board is authorized to make such alterations to this Policy as considered appropriate, subject, however, to the condition that such alterations shall be in consonance with the provisions of the Acts and Regulations.

## **9. Destruction of Documents**

- 9.1 Destruction as a normal administrative practice usually occurs because the records are duplicated, unimportant or for short term use only. This applies to both Physical and Electronic Documents.
- 9.2 The temporary Documents, excluding the Current Document(s) shall be destroyed after the relevant or prescribed period, by the Authorised Person in whose custody the Documents are stored, after the prior approval of the Board or any other authority as required under the Applicable Law pursuant to which the Documents have been preserved.
- 9.3 The categories of Documents that may be destroyed as normal administrative practices are listed in **Annexure II**.



- 9.4 A register of the Documents disposed/destroyed shall also be maintained. It shall state the brief particulars of the Documents destroyed, date of disposal/destruction and the mode of destruction.
- 9.5 The entries in the register shall be authenticated by the Authorised Person.

**The format of the register has to be in accordance with Annexure III.**

**10. Suspension of Documents disposal in the event of Litigation or Claims:** In the event the Company is served with any Notice for documents from any of the Statutory Authorities or any Litigation is commenced by or against the Company, than the disposal of documents which are subject matter of Notice/Litigation, etc. shall be suspended till such time the matter is settled or resolved or disposed of. The Administrator shall immediately inform all Employees of the Company for suspension of further disposal of Documents.

**11. Conversion of the form in which the Documents are preserved**

11.1 The physical Documents preserved may be converted, whenever required or felt necessary, into electronic form to ensure ease in maintenance of records and efficient utilization of space.

11.2 This will be done after obtaining prior approval of the Board.

**12. Authenticity:** Where a Document is being maintained both in physical form and in Electronic form, the authenticity with reference to the physical form should be considered for every purpose.

**13. Interpretation:** In any circumstance where the terms of this policy differ from any existing or newly enacted law, rule, Regulation or standard governing the Company, the law, rule, Regulation or standard will take precedence over these policies and procedures until such time as this policy is changed to conform to the law, rule, Regulation or standard.



## Annexure – I

### Permanent Preservation:

1. Common Seal
2. All the original documents related to incorporation
3. The Memorandum and Articles of Association of the Company.
4. Register of Loans, guarantee, Security and acquisition made by the Company i.e. Form MBP- 2.
5. Register of Investments not held in its own name i.e. Form MBP- 3.
6. Register of Contracts with related party and contracts and Bodies etc. in which directors are interested i.e. Form MBP- 4.
7. Register of Charges i.e. Form CHG. 7.
8. Register of Members i.e. Form MGT 1.
9. Index of Members
10. The Foreign Register of Members i.e. Form MGT 1.
11. Register of Directors Shareholding
12. Minutes Book of General Meetings, Board Meetings and Committee Meetings.
13. Register of Renewed and Duplicate Share Certificate i.e. Form SH 2.
14. License and Permissions.
15. Tax exemption and Related documents
16. Court Orders
17. Original Sale and Purchase Agreement
18. Property related documents issued by Government Authority.
19. Preservation of all Corporate Policies framed under Companies Act, 2013 and SEBI Regulations from time to time.
20. Affidavit from the subscribers to the Memorandum and from the persons named as First Directors.
21. Annual Audit Reports and Financial Statements

### Temporary Preservation

Sr. No.	Records Type	Retention Period
1.	Books of Accounts, Ledger and Vouchers	8 years from the end of Financial Year or completion of Assessment under Income Tax whichever is later
2.	All notices pertaining to disclosure of interest of directors i.e. Form MBP 1	8 years from the end of the Financial Year to which it relates.
3.	Instrument creating a Charge or modification	8 years from the date of satisfaction of charge by the Company.



4.	Register of Debenture holders or any other security holders, if any including an Index of the names i.e. Form MGT 2	8 years from the date of redemption of Debentures or securities as the case may be.
5.	Foreign Register of Debenture holders or any other security holders, if any including an Index of the names i.e. Form MGT 2	8 years from the date of redemption of Debentures or securities as the case may be.
6.	Register of Deposits	8 years from the financial year in which the latest entry is made in the register.
7.	Register of Allotment	8 years from the date of each allotment.
8.	Register for Payment of Dividend	8 years from the date of payment
9.	Register for Attendance of Directors	8 years
10.	Annual Return and copies of all certificates and documents required to be annexed thereto i.e. Form MGT 7	8 years from the date of filing with the Registrar.
11.	All books and documents relating to issue of share certificates including the blank forms of share certificates	Not less than 30 years and in case of disputed cases, shall be preserved permanently.
12.	All certificates surrendered to a Company	May be destroyed after expiry of 3 years from the date on which they are surrendered.
13.	Board Agenda and supporting documents	8 years
14.	Register of Proxies	8 years from the date of meeting
15.	Attendance Register	8 years
16.	Office Copies of Notice of General Meetings, Board Meetings, Committee Meetings, Agenda and other related documents	8 years
17.	Bank Statements	8 years
18.	Investment Records	8 years after redemption/maturity
19.	General Correspondence related to Accounts and Finance	8 years
20.	Excise Records	8 years from the end of Financial Year or completion of Assessment under applicable law is over whichever is later



21.	Tax Deducted at Source Records	8 years from the end of Financial Year or completion of Assessment under applicable law is over whichever is later
22.	Income Tax Papers	8 years from the end of Financial Year or completion of Assessment under Income Tax whichever is later
23.	Service Tax Papers	8 years from the end of Financial Year or completion of Assessment under Service Tax whichever is later
24.	All Legal Contracts, Legal Agreements and related correspondence (including any proposal that resulted in the contract and other supportive documentation)	8 years after termination or expiration of contracts
25.	Litigation Files	8 years after the close of litigation
26.	Time Office records, Leave cards and Unclaimed Wages records	8 years
27.	Employees Information records	8 years after separation
28.	Pay roll register	8 years
29.	Disclosures made/ received under SEBI (Prohibition of Insider Trading) Regulations, 2015	8 years
30.	Disclosures made/ received under SEBI (Substantial Acquisition of Shares and Takeovers) Regulations, 2011.	10 years
31.	Compliances made/ disclosed to Stock Exchanges under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.	8 years
32.	Scrutinizers Report and its related documents	8 years
33.	Any Document related to Price Sensitive Information	8 years
34.	Correspondence and memoranda pertaining to routine matters and having no significant impact, lasting consequences e.g. Letters of general enquiry and replies that complete cycle of correspondence, Routine letters, notes that require no acknowledgement or follow up, etc.	8 years
35.	Bonus Gratuity and other Statutory Records.	8 years



36.	Tax Bills, receipts and payments	8 years
37.	Property Insurance and other Insurance documents	8 years

**Electronic Records:**

1. Electronic Mail

- All e-mails subject to the above, sent to/ received from Internal and External Sources may be deleted after 8 years.
- Employees will strive to keep their e-mails related to business issues.
- All Emails related to business issues should be downloaded to a server or user directory on server.
- Employees are requested to take care not to send proprietary or confidential internal e-mails to outside sources.
- All e-mails of Employees which are important should be copied to the employees' folder.

2. Web Page Files : Internet cookies

All workstations Internet Explorer should be scheduled to delete Internet cookies once per month.

The Company does not automatically delete electronic files beyond the date specified in the Policy. It is the responsibility of all Employees to adhere to the guidelines specified in this Policy. Each month the Company will run backup copy of all Electronic files including email on servers. This backup is safeguard to retrieve lost information within 1 year retrieval period should the documents on network experience problems. The backup copy is considered a safeguard for the record retention system of the Company.



## **Annexure II**

The following categories of Documents may be destroyed as normal administrative practice:

- catalogues;
- copies of press cuttings, press statements or publicity material;
- letters of appreciation or sympathy, or anonymous letters;
- requests for copies of maps, plans, charts, advertising material (subject to Clause 9 and 11 of this Policy);
- facsimiles where a photocopy has been made;
- telephone message;
- drafts of reports, correspondence, speeches, notes, spread sheets, etc. (subject to Clause 9 and 11 of this Policy); and
- routine statistical and progress reports compiled and duplicated in other reports(subject to Clause 9 and 11 of this Policy)

